

## SUBMISSION OF WORK AND DEADLINE POLICY

*This policy covers submission of work, deadlines and extension requests.*

**This policy applies to those forms of assessment that provide summary information at the end of a specified teaching–learning process** (i.e., summative tasks). These tasks are initially documented in the assessment plan issued to all students for each subject (note that teachers may change the assessment to support the class during the course). The policy does not apply to other tasks that are devised to help the teacher and student during the learning process itself (i.e., formative tasks).

- Teachers will set time limits (deadlines) for tasks that students are required to complete as part of their assessment requirements. Deadlines should be set with sensitivity to the needs of students regarding coinciding deadlines for other learning needs, subjects, or school activities (including special provisions where appropriate).
- Students will be supported to develop their time management skills by teachers showing greater sensitivity and flexibility in the middle years or on the first occasion that a student experiences difficulty in a particular subject.
- Students may have the opportunity to negotiate an extension with the teacher. The grounds for extension represent a balance between consideration of an individual's needs and fairness to the whole group of students involved.
- If work is not presented for summative assessment by the end of the deadline without extenuating circumstances, then the work is not acceptable for that assessment. Work handed in after the negotiated deadline may be marked for feedback purposes only, to form part of the student's formative assessment.
- Parents, home group, teachers and leaders will be informed via a Daymap message (Assessment Communication Record) when students do not submit, or make a reasonable attempt at, a summative assessment.

## Procedures

1. **Teachers should ensure that the deadlines are clearly published on Daymap and written on the task sheet.** When setting deadlines, SACE due dates need to be considered so that flexibilities can be accommodated before the work is submitted to the SACE Board.
2. **For tasks with an extended timeline (i.e., two weeks or more), teachers are expected to give students frequent reminders of the approaching deadline and assist students to organise themselves** to progressively complete the aspects of the task. Teachers should regularly monitor student progress to avoid a deadline problem, to provide feedback and to verify the authenticity of the work being done.

3. **Students can negotiate an extension of the deadline** if they meet the criteria below:
- Illness** (supported by appropriate evidence). Year 11 and 12 students seeking an extension for illness of more than two days will require a medical certificate.
  - Significant other school commitments** e.g., other assessment tasks, school activities.
  - Personal problems of a significant nature** (verified by parent, Wellbeing Contact or FLO Case Manager).

**Students wishing to negotiate an extension must see the subject teacher as soon as the need becomes obvious and provide the necessary verification. This must be at least three full days before the deadline.**

Please note:

- Suspension from school and absence on the day the task is due are not grounds for an extension.
  - Failure of electronic equipment is also not an acceptable reason – students are encouraged to keep backup copies and drafts.
4. The granting of an extension, and its length, are at the discretion of the subject teacher and will depend on the nature, length, and timing of the interruption.

**Students will be required to negotiate an extension by submitting a formal Extension Request via the Extension Request form.**

- If an extension is granted, a record of the new negotiated date will be recorded in Daymap.
  - The onus is on the student to request the extension and have parental support indicated on the form.
  - Teachers may ask students to show their progress to date to assist in the determination of an extension.
  - Teachers should be sensitive to student needs and should consider all avenues of special provisions in assessment (as documented by the SACE Board) to assist students to meet assessment criteria. Extension of deadlines is just one of the accommodations that can be used.
  - Teachers may choose not to grant an extension in situations where students have provided no evidence of the progress of their work, and work in class.
  - Special consideration may be made in extenuating circumstances.
5. **If a student has circumstances that prevents them from completing a task and have not sought an extension, they should submit the work that they have completed by the deadline.** They can then negotiate with the teacher regarding the possibility of having extra time allocated. Where extra time is not appropriate the grade should be based on the partially completed work as well as evidence from existing formative tasks, discussions, and drafts. NB: where the missed assessment is a test or practical, and no alternative time to complete assessment is possible then no evidence was gained under timed test conditions, and so, the grade will generally be an N.



6. When a student is absent on the day a task is due (including single day tasks e.g., tests and summative practicals) they are required to do the following:
  - If the absence is planned the student should inform the teacher prior to the day. In this case the teacher will decide if the student needs to complete the task prior to the day, arrange to have it handed up on the due date or use the Extension Request Form
  - If the absence is not planned, then:
    - they should arrange for the work to be submitted according to the deadline.
    - or parents are asked to contact the school to notify the subject teacher of the absence. The student must provide a medical certificate, or other similar verification, to be granted an extension. Without verification the mark will be based on evidence submitted to date (e.g., a draft).
7. Teachers may choose to vary the deadline for the whole class, in consultation with students, if circumstances change (e.g., unanticipated disruption to lessons). The notification of a change of the due date should be at least two full days for an extended task.
8. In most cases the student will submit assessment tasks on Daymap, or directly to the subject teacher. If this is not possible, students must submit work through the Student Services Office where a record will be kept

**Last updated: 2018**